STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada’s only women’s university providing instruction to over 1,500 students. Brescia is currently seeking an experienced and dynamic individual to fill a position as:

Enrollment Services Assistant, The Hive, Registrar’s Office
(Permanent Fulltime, 40 hours/week)
( Salary range $46,114 - $54,683 annually, depending on experience)

Reporting to the Associate Registrar – Student Success, this position will be a core position in supporting Brescia’s new integrated office of student experience, The Hive. This position will respond to all student inquiries in areas such as academic questions, academic accommodation, add/drop, forms submission and verification letters, fee payments, OSAP inquiries, student programming questions and registration.

This position requires a high level of understanding of the student life cycle, normally either obtained through personal experience or working within a university environment.

Exceptional interpersonal and organizational skills, proficiency with various computer programs (including PeopleSoft) and good judgment skills are key to success in this position. As the first contact with the students, a high level of customer service is required. The ability to work within a team as well as demonstrating initiative and accountability for individual responsibilities is essential.

Please submit a letter of application and resume by 4:00 p.m. on Sunday, November 3, 2019, to

Brescia University College
c/o Human Resources
1285 Western Road
London, Ontario N6G 1H2
Email: bucareer@uwo.ca

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at bucareer@uwo.ca.